



Metro Hartford Information Services
Personal Computer Training Registration

Date: _____

Name: _____ Employee No: _____

Title: _____ Phone: _____

Department: _____ Division: _____

Requested Computer Course(s):

Date: _____

Date: _____

Date: _____

Approved by: (Your Supervisor) _____ Phone: _____

Basic program skills are a prerequisite for attending Intermediate and Advanced level classes. Participants who do not have these skills or have not completed the prerequisite requirements will be excused from class.

All classes will be held in the Metro Hartford Information Services Personal Computer Training Room, 260 Constitution Plaza (enter off Market Street). Classes will start **promptly** at 9 a.m. Please allow adequate time for parking.

Please make note of class date and time on your calendar, as ***confirmations or reminders will not be sent***. You will be contacted ***only*** if the class is cancelled or if registrations exceed capacity. If you are unable to attend a class for which you have registered, please contact John Tuller, as others may wish to attend in your place. Supervisors will be notified of those who register but do not attend class.

Attendance is based on availability. You will be notified of an alternate date if the class is full.

You may complete the form, download it to your desktop computer and email it as an attachment to jtuller@metrohartford.net. Or, you can complete and fax it to John Tuller at 722-6014.

Return this completed form to John Tuller, MHIS
Phone: 757-9486
Fax: 722-6014